



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT
Maintenance Escort / Switchboard Operator / Mail Clerk

Announcement Number: 09-12 (bis)

OPEN TO: All Interested Candidates

POSITION: **Maintenance Escort / Switchboard Operator / Mail Clerk** (*Position # 100167*)

OPENING DATE: Monday, May 04, 2009

CLOSING DATE: Until filled

WORK HOURS: When Actually Employed Schedule (WAE)

SALARY: *Based on a full-time, 40-hour work week*

- For persons Ordinarily Resident (OR*) in Bahrain: BD 5,306/year (BD 442.166/month) starting salary, including allowances (position grade **FSN-04**). Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration.
- For persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade **FP-AA**, salary in US Dollars based on the US pay plan. See the HR section for more details.

The American Embassy in Manama is seeking candidates for employment as a WAE Maintenance Escort / Switchboard Operator / Mail Clerk in the Information Management (IM) and Facility Maintenance (FMS) sections. A WAE schedule is called to work an intermittent/as needed basis.

BASIC FUNCTION OF THE POSITION

The position provides support to the Facilities Maintenance Section (FMS) and Information Management Office (IM) with principle duties which include: (1) the watch over all uncleared contractors, maintenance crews, janitors and other service personnel in unclassified areas of the embassy and on USG properties for duration of their work, (2) switchboard duties during the absence of the operator, and (3) handling and sorting of incoming and outgoing unclassified mail. Duties may be either inside or outdoors and may require after-hours and weekends. Reports to FMS for unclassified escort duties and IM for telephone and mailroom.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension, x2973.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** Minimum six months of general work experience is required.
- 3. Language:** Level 3 (proficient) spoken /written English is required.
- 4. Knowledge:** Sufficient general knowledge to aptly operate a hand-held radio and telephone console is required; thorough knowledge of principles and processes for providing customer services are required; knowledge of Microsoft outlook and excel spreadsheets is required; basic knowledge of administrative and clerical procedures are required; good knowledge of the English language and its structure, composition, spelling, and grammar is required.
- 5. Abilities & Skills:** A valid Bahraini driver's license with a clean driving record is required; strong customer service and interpersonal skills, good office management and organization skills are required; must be reliable, accurate and

possess good time management skills; ability to deal with tact and diplomacy with internal and external customers and to work effectively as a team is required; must be able to lift at least 35 pounds (16 kilos).

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 09-12

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- An EFM for this position must be a U.S. Citizen.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH for this position must be a U.S. Citizen.

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT & A/FMO: GNavadel; Cleared: FMS: DHess; IMO: BBonnett; RHRO: JDavies